



Introduction

Welcome to the official newsletter of the CSTARS ORSI deployment effort. The purpose of this newsletter is to communicate important CSTARS ORSI information that will impact *your* work at the Department of Commerce.

The following information can be found in this newsletter:

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If you have any questions or comments please contact the CSTARS Obligation and Requisition Standard Interface (ORSI) team at ORSITeam@doc.gov.

Hot Topics

CSTARS ORSI Deployment Information Webpage: The CSTARS ORSI team has created a website that will be used as a single point of reference for all CSTARS ORSI deployment information. This page can be found at <http://www.camsic.ossec.doc.gov/orsi/CSTARS.htm>.

Deployment

Comprizon.Request Installation: CACI will be working with representatives at NIST and OCS during the week of January 31st, 2005 to install Comprizon.Request in testing/training databases. Please be aware that these databases will not be fully functional until the complete ORSI code is delivered and installed in March 2005.

Deployment Teams: The CSC has asked that the Bureaus identify deployment team members by February 3rd, 2005. Deployment Team members would likely include the following roles (at a minimum):

- Conversion/Data Analysis Lead
- Business Process Analysis Lead
- Training Lead
- Maintenance Data/User Account Set-up Lead
- Finance Functional Expert
- Procurement Functional Expert

Deployment Approach and Plan: The CSTARS ORSI team has created and distributed the final version of the CSTARS ORSI Deployment Approach and Plan. This document lists out suggested deployment activities that will need to occur at each Bureau in order to ensure a successful CSTARS ORSI deployment. The ORSI team has incorporated Bureau comments into this document.

Conversion Support: As stated in the Deployment Plan (Section 4.1.10.1) each Bureau will receive two-weeks of on-site conversion support consisting of three people to assist them with conversion/data analysis efforts. On January 25th, 2005 CSC staff will send an email to the Bureaus formally requesting the dates for this support.

Training

Train-the-Trainer Program: The CSTARS ORSI Train-the-Trainer program will be held in March 2005 at the CBS Support Center (CSC) in Gaithersburg, MD. This program will train Bureau representatives on the different modules included in the ORSI effort. Bureau trainers are in-turn expected to train to-be Bureau users on the CSTARS ORSI system.

This program will consist of the following classes:

1. Comprizon.Request ORSI Functional Training (51 total spaces)
2. Comprizon.Request Administrator Training (8 total spaces)
3. Comprizon.Buy ORSI Changes Training (24 total spaces)
4. CFS ORSI Training (36 total spaces)
5. General Administrator Training (Comprizon.Buy, TIBCO, CFS) (24 total spaces)

NOTE: The proposed* class schedule for the train-the-trainer program is as follows:

March 2005				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 AM – General Administration (C.Buy/CFS) PM – General Administration (TIBCO)	2 AM – General Administration (C.Buy/CFS)	3 All Day – C.Request Administrator	4 All Day – C.Request ORSI Functional
7 All Day – C.Request ORSI Functional	8 All Day – C.Request ORSI Functional	9 All Day – C.Request ORSI Functional	10 AM – C.Buy ORSI Changes PM – CFS ORSI Changes	11 AM – C.Buy ORSI Changes PM – CFS ORSI Changes
14 AM – C.Buy ORSI Changes	15	16	17	18
21	22 All Day – Training Follow-up Open House	23	24	25

There will be a limited number of spaces available for each class. On February 4th, 2005 CSC staff will send an email to the Bureaus formally requesting the names of trainers that will be participating in these classes.

* - This calendar is the proposed schedule that is included in the Draft CSTARS ORSI Training Plan. These dates are subject to change based upon Bureau comments regarding the Training Plan.

Training Plan

The draft CSTARS ORSI Training Plan has been completed and is now under internal review by CSC staff. The CSC will send out this document to the Bureaus for comment by February 4th, 2005. The draft Training Plan describes the details of the CSTARS ORSI train-the-trainer program and provides recommendations to the Bureaus as to how they should conduct end-user training.

Please contact the CSTARS ORSI team at ORSITeam@doc.gov if you have any questions, comments, or concerns.

CSTARS ORSI Status (as of 1/31/05)

Synopsis

Development/Testing: The CSTARS ORSI team has completed development/integration testing efforts and has begun internal functional testing of the CSTARS ORSI code at the CSC. Bureau staff can come to the CSC to perform functional testing beginning Monday February 7th, 2005.

Deployment Planning: The team has received comments for the CSTARS ORSI Deployment Approach and Plan and incorporated them into the final version. This version was distributed to the Bureaus on January 25th, 2005. The CSC recommends that the Bureaus begin planning deployment activities as defined in the CSTARS ORSI Deployment Approach and Plan as soon as possible.

Training: The CSTARS ORSI team has completed the draft version of the CSTARS ORSI Training Plan. This document is currently under internal review at the CSC. The CSTARS ORSI Team plans to send this document out to the Bureaus for comment on February 4th, 2005.

Detailed Status

Development/Integration Testing

- The CSTARS ORSI development team has completed programming the Comprizon.Request, Comprizon.Buy, TIBCO, and CFS portions of the CSTARS ORSI.
- The CSTARS Development team has completed integration testing at the CSC. Integration testing consisted of the execution of various tests to ensure that the three ORSI Modules (CSTARS, TIBCO, and CFS) work together in an integrated environment.
- The CSTARS ORSI Team has completed the draft version of the CSTARS ORSI installation guide. This document is currently under internal CSC review and will be distributed to the Bureaus by February 4th, 2005.

Functional Testing

- The CSTARS ORSI testing team has finalized test scenarios and scripts based upon the CSTARS ORSI Functional Requirements.
- The CSTARS ORSI testing team has begun functional test execution at the CSC. Bureau representatives may come to the CSC to participate in functional testing beginning February 7th, 2005.

Deployment Planning

- The CSTARS ORSI team has completed the final Deployment Approach and Plan. This document was sent to bureau representatives on January 25th, 2005. This document can be found on the CSC website at <http://205.159.118.129/design/designdocs.htm>.

- CSC staff facilitated a meeting with Department systems security personnel on January 25th, 2005 to discuss system certification and accreditation documentation.

Training

- The CSTARS ORSI Training Plan has been completed and is currently under internal review at the CSC. This document will be sent to the Bureaus by February 4th, 2005.
- "Train the Trainer" CSTARS ORSI Training will occur in March 2005 at the CBS Support Center.

Deployment Information – Conversion/Data Analysis Activities

As stated in the Deployment Plan, each Bureau will need to complete data analysis and conversion activities before deploying the CSTARS ORSI. The CSC recommends that each Bureau begin conversion/data analysis activities as soon as possible.

The CSC recommends that the Bureaus complete the following tasks as a part of the conversion/data analysis effort:

1. **Plan Data Analysis Tasks/Identify Resources:** The CSC has recommended that the Bureaus complete a data analysis effort that attempts to map existing CSTARS Comprizon.Buy awards to corresponding CFS obligations. The Bureaus will need to identify the resources responsible for this effort as soon as possible. Bureaus should ideally include representatives from both Procurement (CSTARS) and Finance (CBS) in the data analysis team.
2. **Create Data Conversion Map:** The CSC has recommended that each Bureau create a Data Conversion Map document that can be used to judge the scope of the conversion effort. This document would contain data pulled from both Comprizon.Buy and CFS for open documents. Bureau staff should use this document to manually map awards to their corresponding obligations in CFS (wherever possible).

Each Bureau should manually map CSTARS award documents and CFS obligation documents at the both document and line item levels. This analysis should see whether item number, line item number, accounting string (ACCS), and dollar amounts match at the Multiple Distribution Line (MDL) level. This analysis will allow the Bureaus to identify data that needs to be scrubbed (Section 4.1.10.1.2 in the Deployment Plan) and will identify records that will be linked (Section 4.1.10.1.5 in the Deployment Plan).

NOTE: The Bureaus may need to periodically update the Data Conversion Map to accommodate new records entered into the system.

3. **Identify Conversion Scope:** Using the information identified in the Data Conversion Map the Bureaus should decide which documents they will convert as a part of the CSTARS ORSI deployment. Some of the documents identified in this step may need to be modified so that all fields match as necessary.

Future modifications to un-linked documents will need to follow the current paper process.

4. **Plan Conversion Tasks/Identify Resources:** Once the conversion scope has been identified, the Bureau teams should determine which resources will be responsible for executing conversion tasks. Each Bureau will receive two weeks of on-site support which will include a Data Analyst, CFS Programmer, and a CSTARS Programmer.
5. **Data Scrubbing:** If records cannot be directly linked due to inconsistent processing between the two systems then the data can be updated so that these records do match. Data scrubbing efforts could consist of manual document updates (within the system) or scripts that will automatically update records. Data scrubbing efforts should modify data so that the following fields match in CFS and CSTARS:

1. Item Number
2. Line Item Number
3. Accounting String (ACCS)

4. Dollar amount

Data scrubbing efforts must occur in production **before** the CSTARS ORSI code is installed.

See the CSTARS ORSI Deployment Approach and Plan V2.02 for more information on Data Scrubbing.

6. **Code Installation:** Once the data in CFS and CSTARS have been sufficiently matched, the Bureaus should install the CSTARS ORSI code in the instance that conversion is occurring in.
7. **Link Updates:** Once the data in CFS and CSTARS have been matched, the CSC-provided programming support will create scripts that will update existing data to create ORSI links for the documents to be linked.

The following fields will need to be updated by these scripts:

a. CFS Fields

i. Feeder_Sys_Source

This field exists in the PO_Control table and is a concatenation of F2C Document Number, Release Number and Change Order Number. The information that should populate this field should be found in CSTARS and placed, via SQL, into CFS.

ii. F2C_Item_No (PO_Item)

This field exists in the PO_Item table and lists the CSTARS item number. The information that should populate this field should be found in CSTARS and placed, via SQL, into CFS.

iii. F2C_Item_No (PO_Account)

This field exists in the PO_Account table and lists the CSTARS item number. The information that should populate this field should be found in CSTARS and placed, via SQL, into CFS.

iv. Other AP Fields

For documentation purposes the following tables should also be updated: RT_Control, RT_Item, RT_Account, EA_Control, EA_Item, EA_Account, AP_Control, AP_Detail, Recurr_AP_Control, and Recurr_AP_Detail. These tables should be updated with Feeder_Sys_Source and F2C_Item_No fields.

b. CSTARS Financial Records

CSTARS Financial records must exist for each award that is to be linked using the ORSI. Bureaus should utilize the CACI conversion resources that will be provided to create these conversion routines. Bureau representatives will not have the ability to manually create financial records for pre-interface documents in the Comprizon.Buy database.

NOTE: The tasks listed above may need to be performed in testing environments before occurring in Production. These test runs (mocks) should be planned for in the Data Analysis/Conversion planning phases of the conversion effort.